

APPLICATION FOR TECHNICAL ASSISTANCE

This application is for Massachusetts communities seeking technical assistance from a MassDEP Municipal Assistance Coordinator (MAC) for a recycling/waste reduction project. Technical Assistance projects are designed to help municipalities with researching options or implementing changes that will help the municipality reduce waste or enhance recycling. Up to 80 hours of a MAC's time will be assigned to selected projects. Applicants should propose a single project that represents a high priority and to which the municipality is willing and able to commit its own staff. NEW for Round 1 of CY2017: Recycling IQ Kit program Assistance!

Communities that receive Technical Assistance will sign a Scope of Work that delineates project goals, roles/responsibilities, and deliverables (see below for special instructions regarding IQ Kit programs). Applicants must have on file via ReTRAC, at the time the application is submitted, completed CY2015 and CY2016 Recycling and Solid Waste Surveys and must assign a municipal official with access to decision-makers to serve as project coordinator.

Technical assistance is offered in three categories:

1. Recycling IQ Kit Program Assistance (In kind assistance, plus funds for collateral and operations)

The Recycling IQ Kit has been designed to provide steps, tools, and resources to help improve the quality of your recycling program. Increasing the quantity and quality of the recycling stream can save on disposal fees, improve resident satisfaction with your program, and ensures the success and sustainability of the recycling system. The toolkit includes:

- * Guidance for engaging with your MRF and hauler
- * Instructions and tools for targeted messages
- * Tools for tracking and reporting results
- * Customizable artwork for education and outreach
- * Resources for implementation of direct curbside/drop-off feedback

NOTE: If you are interested in applying for Recycling IQ Kit program assistance, contact your MAC for more information or visit the [SMRP Website](#) for access to the toolkit.

2. Recycling/Solid Waste Program Assistance (80 hours in-kind assistance)

Eligible projects include but are not limited to:

- * Waste reduction outreach and education.
- * Municipal solid waste program assessment and planning
- * Planning for regional initiatives such as regional contracting, HHW and/or reuse centers
- * Implementation of school recycling/composting, multi-family recycling, single-stream recycling, reuse, composting/organics collection, household hazardous waste or mercury collection programs
- * Contracting for solid waste/recycling services

3. Pay-As-You-Throw (PAYT)/Save Money And Reduce Trash (SMART) Program Assistance (80 hours in-kind assistance)

PAYT/SMART Programs are programs in which residents are either charged for waste disposal on a per unit basis; or allowed to dispose of one container of trash before a unit fee applies. Assistance will be provided for planning and/or implementation activities, evaluating existing PAYT/SMART performance, transition from a sticker program to a bag program, etc.

Applicant Information

Municipality: *

edit if applicable

Municipal Official Contact Name: *

Municipal Official Title: *

Municipal Official Telephone Number: *

(555) 555-5555

Municipal Official Email Address: *

Assistance Requested

Select the type of assistance that is requested: *

- ☐ Recycling IQ Kit Program Assistance
- ☐ Recycling/Solid Waste Program Assistance
- ☐ PAYT/SMART Program Assistance

Recycling IQ Kit Program Assistance

I understand that in order to apply for Recycling IQ Kit Program Assistance, I must complete the Recycling IQ Kit Assessment Tool, located [here](#) , and attach below. Questions? Contact [Janice Pare](#) or your Municipal Assistance Coordinator. *

☐ Agree

Attach completed Assessment Tool

No file chosen

Recycling/Solid Waste Program Assistance

Project Type: *

- ☐ Composting/Organics Diversion
- ☐ Multi-family Recycling
- ☐ Program Assessment/Planning
- ☐ Regulations/Enforcement
- ☐ School Recycling/Composting
- ☐ Recycling/Solid Waste Contract Assistance

1. Describe the project or program for which you are seeking assistance including specific objectives and anticipated challenges. If appropriate, include a description of the program(s) currently in place, and changes being considered. *

Maximum of 10000 characters

2. Please identify any person(s), in addition to the municipal official identified above, that will be involved in this project and the role that each will play. Also, identify the municipal departments that are in support of this project. *

Maximum of 2000 characters

3. Please discuss how this project will benefit your community and lead to increased recycling/composting and waste reduction. Also discuss any timing issues or other factors that might impact the project (e.g. contract expiration dates, town meeting approvals required, etc.). *

Maximum of 2000 characters

4. Please discuss the anticipated timeframe for accomplishing the project, including key milestones and anticipated dates (expressed as month 1, month 2, etc.). *

Maximum of 2000 characters

PAYT/SMART Program Assistance Request

1. How many households would your new PAYT/SMART program serve? *

Number of households served

2. Target implementation date, if known:

3. Please identify any person(s), in addition to the municipal official identified above, that will be involved in this project and the role that each will play. Also, identify the municipal departments that are in support of this project. *

Maximum of 2000 characters

4. Describe steps your community has taken to date to explore a PAYT/SMART program. *

Maximum of 2000 characters

5. Indicate the type(s) of assistance needed (check all that apply): *

- ☐ a. Program Planning Assistance including: Cost/benefit analysis, assistance with presentations for public meetings, development of educational materials for program implementation
- ☐ b. Program Implementation Assistance including: Assistance with educational presentations for public meetings or educational materials for program implementation; program startup logistics
- ☐ c. Evaluate existing PAYT/SMART program and/or assist with implementing program changes

DESCRIBE:

Certification

I certify that the information provided here is accurate to the best of my knowledge. *

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